



MEMPHIS AMBASSADORS PROGRAM

DRESS CODE POLICY

PURPOSE AND SCOPE

Memphis Ambassadors Program (MAP) participants are expected to maintain high personal and professional standards. Two of the most noticeable expressions of these standards are dress and appearance. Memphis Ambassadors Program participants are representatives of Memphis and therefore dress and appearance must: (1) present an appropriate or identifiable presence for supervisors, customers, suppliers, and the public; (2) promote a positive working environment; (3) limit distractions caused by inappropriate dress; and (4) ensure safety while working.

Each Memphis Ambassadors Program manager, supervisor, monitor, and teacher is required to inform their youth participants of this Dress Code Policy.

APPROPRIATE MEMPHIS AMBASSADORS PROGRAM PARTICIPANTS

- I. Memphis Ambassadors Program participants are expected to dress in a manner that is normally accepted in regular school or work environments. All clothing should be appropriately fitted.
- II. Where work uniforms are required, they must be worn during working hours. The uniforms should be neat and clean when the summer youth employment participants arrive for work. (Employees required to wear uniforms should also refer to their specific departmental rules.)
- III. Where work uniforms are not required, appropriate attire should be worn. Although not an exhaustive list, examples of appropriate attire follow:

◦ School Uniforms	◦ Suits
◦ Slacks	◦ Shirts and Ties
◦ Dress Shirts with Open Collars	◦ Coordinated Pants and Shirts
◦ Polo-Type Shirts	◦ Dresses
◦ Sweaters	◦ Belts with trousers or pants
◦ Blouses with Open Collars	◦ Coordinated Skirts, Pants, and Blouses
◦ Sweaters (skirts and dresses can be no more than 1 inch above the knee)	

INAPPROPRIATE MEMPHIS AMBASSADORS EMPLOYMENT PARTICIPANT ATTIRE

The “No’s” while working

- Dragging, or sagging pants, over sized pants and pants without belts
- Shorts/ jeans (except where necessitated by non-routine, work-related activities)
- Ripped, soiled, patched or stained clothing, hats, and caps
- Exposed underwear
- Clothing, hats or visors that contain offensive language or display alcohol, tobacco or illegal substance related language and/or images
- Hats or caps indoors (except where allowed as part of the work uniform)
- Mini-skirts
- Exposed midriff/tops or under garments
- Shoes: thongs, flip-flops, house slippers
- Underwear worn as outerwear
- Athletic wear (jogging suits of any type, unless allowed as a part of work requirements)
- Spandex or Lycra such as biker shorts
- Tank tops, tube tops, halter tops (unless worn under another blouse, shirt, jacket)
- Beachwear
- Off-the shoulder tops
- Evening wear
- Revealing, exceptionally deep cut, or inappropriately –fitted clothing

REASONABLE ACCOMMODATIONS

It is the intent of these policy requirements to comply with applicable state, local and federal laws prohibiting discrimination on the basis of color, race, religion, sex or national origin. The Memphis Ambassadors Program will make reasonable accommodations when the situation requires an exception in response to a participant’s request for accommodation, unless the accommodation creates an undue hardship on the City of Memphis.

DISCIPLINARY ACTION

Memphis Ambassadors Program participants’ instructors, monitors, supervisors and managers are responsible for enforcing the dress code in their respective areas. This includes documenting incidents related to violations, monitoring situations to spot abuses, taking appropriate disciplinary action, and counseling summer youth employment participants who are inappropriately dressed. Violations of these guidelines may result in disciplinary action up to and including termination. If a Memphis Ambassadors Program participant’s clothing fails to meet these standards, the participant may be sent home for the remainder of the workday and may be subject to discipline up to and including termination. Any questions or complaints should be referred to the Memphis Ambassadors Employment Participant’s immediate Supervisor.

MAP Participant Signature

Date

Parent, Guardian, or Legal Custodian Signature

Date